

SECTION IV

GENERAL INFORMATION AND POLICIES

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GENERAL INFORMATION AND POLICIES

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ANNEX A (General Information) to Section IV - MP ANCOC SOP

1. **Purpose:** This SOP establishes standard of conduct, responsibilities and procedures for all Academy personnel assigned and/or attached.

2. **Course Prerequisites:**

References: NCOES: AR 351-1, Para 2-2d(1),(2), and 5-3; and AR 351-1, Para 5-14b(1),(2),(4),(5),(6), Para 5-20.

a. TR 351-1, para 2-2d(1),(2):

(1) Schools will publish prerequisites for attending each course in appropriate school catalogs, Army Training Requirements and Resource System (ATRRS), and student information packets. Student qualification in prerequisite tasks is the individual's and unit commander's responsibility. During in processing, cadre will collect the unit pre-execution checklist and verify all information. Students will be given 72 hours to produce a completed and accurate checklist which has been signed by his/her commander.

(2) Upon arrival at a school, students must be fully capable of performing supporting individual tasks and the critical tasks required in the next lower level course. Commandants may evaluate student capabilities through appropriate testing, and if necessary, provide remedial training, recycle to a later class, or return to unit of assignment those students who do not meet course prerequisites or do not have required minimum skills.

3. **Assigned Cadre**

a. Each student is assigned an SGL. His/her function and duties are advisory in nature. He/she is not authorized to render any assistance that would give an unfair advantage over other students.

b. Each SGL is responsible for the academic and personal counseling of his/her assigned Students. Students are encouraged to seek help from their SGL as needed. **DO NOT WAIT FOR THE INSTRUCTOR TO CONTACT YOU!!**

c. The SGL will brief the class upon arrival at the Academy, conduct inspections, relay Administrative information to the students, advises students on studies, and evaluates students on their performance of leadership duties and potential. He/she is a mentor, leader and motivator.

d. The SGL will insist on high standards of individual appearance, maintenance of the barracks and surrounding areas. The SGL is available at all times. If a student desires additional time with his/her SGL he/she should contact their Small Group Leader or Senior Small Group Leader.

4. CLASSROOM PROCEDURES.

a. All students will seat themselves in the classroom at least five minutes prior to the start of the first period of instruction as detailed in the training schedule.

b. Student leaders will submit a status report to the SGL prior to the first period of instruction and will notify him of any changes throughout the day.

c. Students are not permitted to use tobacco in the classroom. Students may smoke only in authorized areas and not in direct view of Initial Entry Training (IET) soldiers. Students may have soft drinks, water or coffee in the classroom if authorized by the SGL.

d. Students will not argue with an SGL. If a question arises that is not satisfactorily explained to the student, then the matter is brought before the Senior SGL.

e. Students will return all training aids, resource material and classroom material to their appropriate place. Keep classrooms clean. Small Group Leader's will inspect each area before releasing students.

5. EFFECTIVE STUDY METHOD.

a. Need for Study: In school, the responsibility for learning rests solely with the student. The SGL will help the student, but cannot learn for him/her. Each student must pursue an effective study program.

b. There is a mandatory Study Hall before each exam where study materials and the SGL are available. Each study hall will last at least one hour. If additional time is needed, notify your SGL.

c. Study Assignments.

(1) The study assignments for each unit of instruction are listed on the Advance Sheets and Training Schedules. Students must complete study assignments each evening in preparation for the next day's instruction.

(2) The Advance Sheet provides the student with essential information about a unit of instruction and/or examination. The training objectives on the Advance Sheet are descriptions of what the SGL expect the student to achieve during the period of instruction.

(3) Advance Sheets may require students to study, read, scan, or review information in various reference materials. On the average, 15 minutes of study is needed for each hour of instruction. The terms used in making homework assignments are as follows:

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(a) **STUDY.** Master the details of the subject and fix them in your mind through application of the study process (survey, question, read, review and recite). Prepare to test on the subject (orally, written, performance).

(b) **READ.** Read and understand the broad scope of the subject. You will not take a graded examination until the subject is discussed in the classroom.

(c) **SCAN.** Glance through the material rapidly and familiarize yourself with the subject matter. Read the topic sentence of each paragraph.

(d) **REVIEW.** Review is used for material previously discussed in class. Review all notes, Advance Sheets and any materiel related to the class.

6. **STUDENT CONDUCT.**

a. When addressed by a cadre member, students stand at parade rest, unless given other instructions. When the SGL or person of higher rank enters the area, the first person observing him/her will call "**AT EASE**", except when classes or formations are in session.

b. There is no running or "horseplay" in the building at any time.

c. The following offenses are of a nature serious enough to warrant a formal counseling, dismissal from the school and/or UCMJ action. Misconduct may result in disciplinary dismissal.

- (1) Absent without leave (including missing prescribed formations).
- (2) Insubordination
- (3) Gambling in the billets or academy area.
- (4) Negligent loss or damage to government property.
- (5) Possession of unauthorized items (firearms, knives, drugs).
- (6) Intentional absence to avoid attendance.
- (7) Unprepared for inspection, prescribed classes, or other prescribed duties.
- (8) Marking, writing on, or removal of test material from the testing area.
- (9) Inappropriate socializing with school faculty, on or off duty.
- (10) Entering unauthorized areas.
- (11) Quibbling, argumentative actions, or evasive remarks or communication.
- (12) Failure to secure government property.
- (13) Littering in the academy area.
- (14) Sleeping in class.
- (15) Failure to follow instructions.
- (16) Failure to salute or rendering improper salute.
- (17) Improper parking/security of POV.
- (18) Reporting to place of duty impaired by alcohol or other intoxicant.
- (19) Any violation of the UCMJ.

7. PROFILES.

a. Students with temporary profiles are not eligible to attend NCOES courses until the profile is lifted and the recovery time has expired (AR 351-1).

b. Students with permanent profiles must meet the requirements as outlined in AR 351-1, para 5-33 b and c.

c. Students who receive a temporary profile, hospitalization, or quarters while attending the Academy are screened for eligibility to complete course requirements. Students who have long periods of illness or profiles that prevent them from completing course requirements are considered for administrative release.

8. CIVILIAN CLOTHING AND ACCESSORIES. Civilian clothing is authorized and encouraged. The summers are very hot and humid, and the winters are cold. Civilian clothing will meet the standard of good taste (as appropriate for the occasion). When civilian clothing is worn as a duty uniform, AR 670-1 will be adhered to (hair, earrings, etc.).

9. COMPLAINTS AND GRIEVANCES. Complaints involving the NCO Academy, cadre, facilities, policies, etc., are addressed through the cadre chain of command. When these means of solving problems fail or produce no results, seek the help of the Senior SGL or the Course Chief. Students are encouraged not to wait until graduation to identify problems. The Course Chief's open door policy is posted in Annex B to Section IV - MP ANCOC SOP.

10. DRUGS (ILLEGAL). The possession or consumption of drugs other than those prescribed specifically for the individual by a medical officer is not authorized and could result in UCMJ action and/or dismissal from the course.

11. DUI/DWI. Driving under the influence, while intoxicated, or while impaired is not tolerated and is subject to punishment under UCMJ and/or dismissal from the course. All students will be counseled on DUI/DWI during their initial in processing and a copy of the DA Form 4856 will be filed in their counseling packet.

12. FORMATIONS.

a. The 1SG, Senior Small Group Leader and/or the Small Group Leaders will conduct all formations.

b. All formations will be conducted IAW FM 22-5.

c. When running in an ability group and/or platoons the following procedures will be followed:

(1) The group and/or platoon will run in two columns. All soldiers in the formation will

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wear a road guard vest and carry a flashlight. The road guards will be the first person in each column. Road guards will post prior to the headlights passing through an intersection.

(2) Headlights, tail lights and road guards will always wear road guard vests with the Added precaution of flashlights during the hours of darkness.

(3) Two headlights and taillights will run at a safe distance to the front and rear of the formation, IAW post policies.

(4) The soldier in charge of the formation will march to the left of and be centered on the formation and will wear a road guard vest and carry a flashlight.

c. When running as a class the following procedures will be followed:

(1) The class will run in three columns. All soldiers in the formation will wear a road guard vest and will carry a flashlight. The road guards will be the first person in each column. Road guards will post prior to the headlights passing through an intersection.

(2) Headlights, taillights and road guards will always wear road guard vests with the added precaution of flashlights during the hours of darkness.

(3) Three headlights and taillights will run at a safe distance to the front and rear of the formation, IAW with post policies.

(4) The soldier in charge of the formation will march to the left of and be centered on the formation and will wear a road guard vest and carry a flashlight.

13. **INSPECTIONS.** An SGL or the student chain of command will periodically conduct in inspections. Police call areas around the UEPH will be inspected daily by the Senior SGL.

14. **LAUNDRY.** Washers and dryers are provided for your convenience. The washers and dryers are **NOT** for cleaning TA-50. Dry cleaning facilities are available. Students should contact their SGL for information regarding this service.

15. **MAIL.** Mail is distributed daily Monday-Friday to the student's mailbox located in the UEPH. Mail is governed by billeting.

16. **MEDICAL AND DENTAL TREATMENT.**

a. Students wishing to go on medical sick call must inform their SGL prior to the first formation of the day. Students unable to conduct PT will be released and sent to sick call immediately. The uniform for sick call is the BDU/ACU. All students (except those stationed at Fort Leonard Wood) are treated at the Troop Medical Clinic (TMC). Students requiring dental sick call will follow the same procedures listed above, however they will report to the Roll

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Dental Clinic for care. Fort Leonard Wood soldiers are treated at their regular TMC. Soldiers becoming ill during the duty day are treated on a walk-in basis.

b. After hours/emergency sick call is accomplished through the General Leonard Wood Army Hospital. It is the only authorized direct care facility. Any soldier going to the General Leonard Wood Army Hospital must go to sick call on the following day.

c. Any student who is placed on quarters or is hospitalized is responsible for informing the cadre chain of command.

17. **OFFICES.** The SGL cubical areas are off limits to students.

18. **PERMANENT PARTY/STUDENT RELATIONSHIP.** Students will comply with Fort Leonard Wood Regulation 350-12. MP ANCOC cadre members are not authorized to socialize with enrolled students at anytime, on or off duty.

19. **PRIVATELY OWNED VEHICLES AND PARKING.**

a. ANCOC (Privately Owned Vehicles and Parking)

(1) Students will familiarize themselves with AR 190-5, Motor Vehicle Traffic Supervision, if they operate a vehicle on this installation.

(2) Students are prohibited from driving POVs to ranges or training areas. (The only exceptions are those made on a case by case basis by the Course Manager).

b. PARKING.

(1) Secure vehicles at all times with valuable property (CB radios, cassette players, etc.) either stored in the trunk or removed completely from the vehicle (AR 190-31).

(3) The parking area around the UEPH is for student POVs only. Boats, trailers, etc... must be parked in the storage lot next to the Auto Craft Shop on Fort Leonard Wood.

(3) Students will park IAW the instructions received during in processing. Parking in unauthorized areas and on streets is prohibited. Military Police will issue citations to all violators. Those persons receiving citations are subject to administrative/disciplinary actions.

20. **PRIVATELY OWNED WEAPONS.** Students **WILL NOT** bring privately owned weapons with them while attending school.

21. **RELIGIOUS SERVICES.** A schedule of religious services is available from the Regimental Chaplain during initial inprocessing and in the Regimental Chaplain's area.

22. STUDENT PAY.

a. All students will make adequate financial arrangements for themselves and their family prior to departing their home station. Students are encouraged to obtain their full TDY per diem or the Government Charge Card before arriving. .

b. Soldiers who encounter pay problems need to notify their SGL as soon as possible.

23. TELEPHONES.

a. Military phones are for official use only. Students will only use the phone located in the MP ANCOC operations area. Students will not use any phone in the SGL cubical area. Students must inform their SGL of their need to use the phone and must be escorted at all times while using the phone. Students will limit calls to 3 minutes.

b. When dialing from a commercial phone to Fort Leonard Wood all calls must go through the post operator.

c. The DSN prefix for Fort Leonard Wood is 676.

b. Official commercial numbers for Fort Leonard are:

Post Operator	(573) 596-0131
1SG/Course Chief	(573) 563-7450
Academy Operations	(573) 563-7501
Senior SGL	(573) 563-7503

d. Students will utilize commercial phones for all personal calls.

24. TRAINING SCHEDULE. A copy of the training schedule is posted in the classroom. Student leaders will have a copy of the training schedule with them at all times during training day.

25. UNIFORM AND EQUIPMENT. A general list of required items is listed on the MP ANCOC Web Page and/or Student Guide. If you are short any items or if these items are unserviceable, it is your responsibility to replace them.

a. The required standard of dress and appearance of students are prescribed in AR 670-1. The purchase of a complete "new" issue of clothing by students attending school is not required and is discouraged.

b. Uniform for training is specified on the training schedule. The student 1SG may prescribe additional items for wear by students as appropriate for weather conditions.

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26. **VALUABLES.** The safeguarding of valuables is a personal responsibility. The Academy recommends that students refrain from bringing high dollar items with them. Personal funds or valuables should be secured in the securable storage area located in the closet of each room. Personal property will be kept secured at all times when the owner is away from his/her area.

27. **VISITORS.** Visitors are encouraged to visit students during the course. If visiting during the training day, military visitors are required to visit in military uniform while in the Academy area. Visitation is limited to the 10-minute break each hour between classes and during meals. Students will inform visitors they must report to Operations during duty hours.

28. **PREPARATIONS AND DISTRIBUTION OF STUDENT GUIDES.** The Military Police ANCOC Student Guide is posted on the academy web site for students to download and review. In addition, students are furnished a copy of the ANCOC student guide during initial inprocessing on day one of the course. There are no pre-course requirements for MP ANCOC that students must accomplish prior to enrollment.

29. **REFRESHER AND REMEDIAL TRAINING.** All students failing to achieve the standards of a written or performance evaluation will be required to participate in remedial training. This training will be supervised by an SGL with the assistance of a peer instructor. This training will take place at a time following the failure and prior to the retest.

ANNEX B (Policy Memorandums) to Section IV - MP ANCOC SOP

Appendix 1 (Open Door Policy) to ANNEX B (Policy Memorandums) to SECTION IV – MP
ANCOC SOP

1. **PURPOSE.** To provide policy on certain aspects on the conduct of business within MP
ANCOC.

2. **GENERAL.** These policies apply to all assigned/attached personnel.

Appendix 1 (Open Door Policy) to ANNEX B (Policy Memorandums) to SECTION IV – MP
ANCOC SOP

DEPARTMENT OF THE ARMY
MANSCEN NONCOMMISSIONED OFFICERS ACADEMY
FORT LEONARD WOOD, MISSOURI 65473

ATZT-NCO-MA

17 April 2006

MEMORANDUM FOR Assigned or Attached Personnel

SUBJECT: MP ANCOC Policy Memorandum - Course Chief's Open Door Policy

1. I expect every soldier assigned/attached to the course to use the chain of command to resolve problems. The use of the chain of command means informing the immediate supervisor of a situation or problem and then giving that supervisor an opportunity to resolve it. If the immediate supervisor cannot resolve the problem or situation, it is then referred up the chain of command to a level where it can be resolved.
2. I recognize there will be occasions where a soldier may bypass someone in the chain of command. However, I encourage each soldier to advise his/her supervisor that he/she is going to a higher level of the chain of command to resolve a given issue.
3. My door is open to any soldier at any time. Only when I'm in a closed-door session will I not be generally accessible to anyone in this command. Soldiers may present problems, provide feedback, or address issues freely without fear of reprisal and without members of the chain of command's consent.
4. If a soldier is not willing to discuss a problem with the academy chain of command, there are other channels available. The Regimental Chaplain, SJA, Equal Opportunity Office and Inspector General's Office are other agencies on this installation that may provide assistance in problem solving to soldiers.

MARCUS W. FERGUSON
1SG, USA
Course Chief MP ANCOC

MEMORANDUM FOR: All Soldiers assigned to and attending MP ANCOC

SUBJECT: MP ANCOC Policy Letter 1- Soldier's Rights

1. Course Chief's Intent. Everyone in the course is responsible for protecting every soldier's basic rights of self worth. Every member of this course has a part in this commitment.
2. Equal Opportunity. I fully support the Army's Equal Opportunity Program. I am committed to ensuring this course provides equal opportunity and fair treatment to each individual. We all have the responsibility to seek out, report, and eliminate any form of discrimination based on race, religion, national origin, ethnicity, or sex. We need to create an environment where respect and fair treatment is common practice for all soldiers and civilian employees.
3. Sexual Harassment. Sexual harassment is an unacceptable behavior and will not be tolerated. It clearly violates both the equal opportunity and the high standard of honesty, integrity and morals of the American Soldier. Every soldier must be able to recognize sexual harassment, never tolerate it in any form, and report all violations. Individuals who are sexually harassed should make it clear that such behavior is offensive and report it.
4. Complaint Procedures. The Small Group Leader (SGL) of each platoon has the primary responsibility to resolve grievances. If anyone treats you unfairly or sexually harasses you, bring it to the attention of your SGL immediately. If you observe a violation of this policy, again notify your SGL immediately. I will follow up all complaint within 72 hours of notification. If you feel the grievance cannot or will not be resolved by the course you may submit your complaint to the following academy representatives:

SFC Sullivan, Brion	EOR	3-7506
SFC Berry, John	Academy EOA	6-0601
5. Open Door. Every soldier and civilian employee has the right to convey his or her concerns directly to me. I am available during normal duty hours and afterwards. It is not necessary to get an appointment, however, calling ahead will ensure minimum waiting time. Ensure your SGL is informed of your appointment time and place.
6. This policy will be placed in the EO book and placed on the bulletin board and read by every new soldier and student assigned to the course.

ATZT-NCO-MA

SUBJECT: MP ANCOC Policy Letter 1- Soldier's Rights

7. The Point of contact for this policy letter is the undersigned at 3-7450.

MARCUS W. FERGUSON
1SG, USA
Course Chief MP ANCOC